Elections
Nova Scotia

Special Poll Handbook

For

Presiding Officers

And

Deputy Presiding Officers

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A Message From the Chief Electoral Officer

Thank you for agreeing to work as Presiding Officer or Deputy Presiding Officer for the Special Poll in this election. Your work is a very important part of our democratic process.

Both the Presiding Officer and Deputy Presiding Officer are responsible for the proper conduct of the Special Poll. You must be fair in your work, and seen to be fair by electors. Remember the following while performing your duties:

- Do not discuss politics at the polling station.
- Do not act as an agent or canvasser for a candidate.
- Do not accept food or drink from party representatives at the polling station. Bring your own or arrange for delivery.
- Be sensitive in your choice of clothing by avoiding wearing colors that may be associated with a particular party.

You are responsible only to your Returning Officer (RO), and not to any political party, candidate, or candidate's agent. Your instructions must come from your Returning Officer, even though you might have been appointed through the political process.

Thank you again for your contribution in this election.

PART I
OPENING THE POLLING STATION

Voting Hours and Locations

Special Poll Days and Hours		
Day of the Week	**Number of Days Before Election Day**	**Time**
Thursday	12	12:00 p.m. - 8:00 p.m.
Friday	11	12:00 p.m. - 8:00 p.m.
Saturday	10	12:00 p.m. - 8:00 p.m.
Sunday	9	CLOSED
Monday	8	12:00 p.m. - 8:00 p.m.
Tuesday	7	12:00 p.m. - 8:00 p.m.
Wednesday	6	12:00 p.m. - 8:00 p.m.

Opening the Special Poll on Thursday, Day 12

❑ Both the Presiding Officer and the Deputy Presiding Officer should arrive at least 15 minutes early to set up the polling station before the poll opens at 12:00 p.m.

❑ If your co-worker does not arrive, advise the RO immediately.

Make sure everyone understands that:

- electors are to go to the Presiding Officer first.
- people at the table may chat only when there is a lull in voting.
- agents may check the List of Electors to update their records only when there is a lull in voting.

Remind agents, in particular:

✗ No smoking in the polling station.

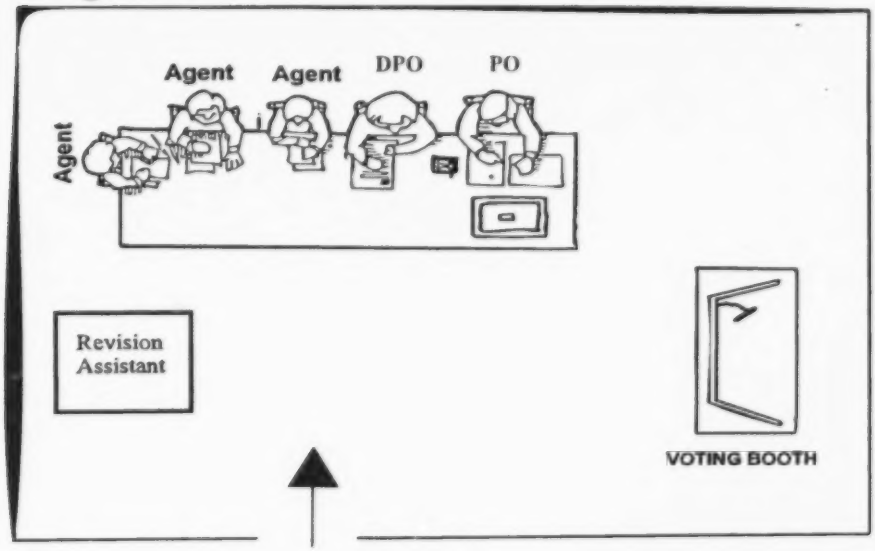
✗ No politics discussed in the polling station.

✗ No cell phone use permitted in the polling station. They must be turned OFF.

Setting Up the Polling Station

- ❑ Remove any partisan material from the polling station, and from the area in and around the building containing the polling station.
- ❑ Set up the furniture in such a way that:
  - ✓ Your table is the first thing the elector will see.
  - ✓ You have a clear view of the voting booth.
  - ✓ Agents have a clear view of the election process, but will not obstruct you or the elector.
  - ✓ The voting screen is placed on the table in such a way that no one will see how the elector is marking the ballot.
- ❑ Put up the yellow plastic pennant (which says "Special Poll Voting Place") outside the returning office. It must be clearly visible to people looking for the polling station.
- ❑ If the accessible entrance is not the main entrance to the building, be sure to put up arrows directing people to the accessible entrance.
- ❑ Place a pencil behind the voting compartment. Keep the pencil sharp at all times.
- ❑ Post the **"Directions to Electors,"** Form (ENS-02-517) in two visible places near the polling station.

Single



Assembling the Ballot Box

Presiding Officer

Assemble the ballot box, show that it is empty, then seal it in the presence of witnesses. The padlock seals on the ballot box must remain in place until the close of the polls on ordinary polling day. The following diagrams describe how to assemble the ballot box.

Components

A-1 Ballot box base

B-1 Ballot box lid

C-4 Clear high-impact polystyrene side panels

D-2 Black Padlocks

E-2 Bolts and two wiring nuts

F-. Plastic plug seal

G-4 Instruction sheets in English and French

Assembly Instructions

Be sure to verify that all parts listed above are in the ballot box.

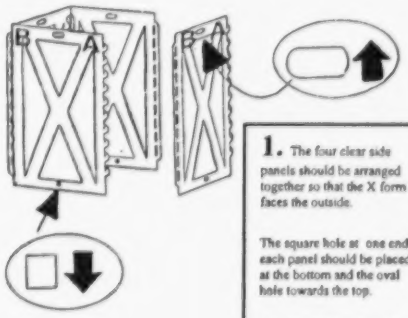
Please read all of the instructions before attempting to assemble the ballot box for the first time.

The ballot box should be assembled on a flat surface.

Disassembling Ballot Box

When finished, dismantle the ballot box in the same way it was assembled and re-pack the ballot box parts into its container.

Place a instruction sheet between each panel to protect the clear sheet from scratches while the ballot box is in storage.

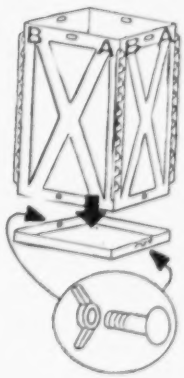


1. The four clear side panels should be arranged together so that the X form faces the outside.

The square hole at one end of each panel should be placed at the bottom and the oval hole towards the top.

At the top of each panel join letters "A" to letter "B". Be sure to put the letter A with B.

Insert the hooks of the first panel into the holes of the second and do the same with the third and the fourth.



2. Place the assembled four panels into the groove around the edge of the base.

Insert the two wing nut bolts through the bottom holes. Screw the wing nut onto the bolt from the inside.

3. Place the ballot box lid of the panels until it slips onto the panels, making sure the plastic padlock holes line up with the holes at the bottom of the panel.

Place Special Poll sticker on front of ballot box

(See Next Page)

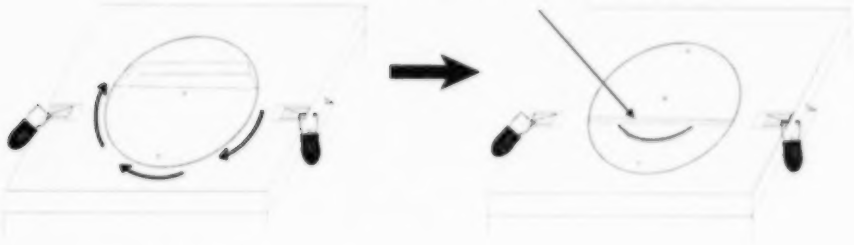
4

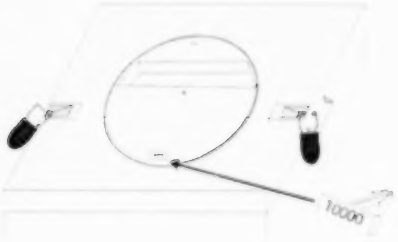
Day 1- Special Poll

A padlock seal must be placed on each side at the top of the ballot box

Insert wire into each hole with seal opening facing upwards and snap closed

Rotate center circle until slot appears





At the end of each voting day

Rotate circle until the slot is closed and both holes line up

Insert white plastic 'plug' seal into the open hole and press to snap in place

Day 2-6 - Opening of Special Poll

Insert pen under plastic 'plug' seal and pry upwards until seal breaks, remove and rotate circle until slot opens

At time of Count

Twist and rotate padlock seals until they break and remove them to open ballot box

Verifying Ballots Received

Presiding Officer follow these steps to verify ballots received from RO:

- ❑ Count the ballots in the presence of a witness.
- ❑ Allow any candidate, agent or elector representing a candidate who are present to inspect and count the ballots.
- ❑ Initial the ballots in a uniform manner on the back of each ballot paper using pen or pencil. Use the same writing instrument to mark the ballots. Your initials must be seen when the ballot is folded. Make no other identifying marks anywhere on the ballot.
- ❑ Complete the entries on the front cover of the Poll Book:
  - number of ballots received
  - serial number of ballot box padlock seals
  - your signature.

PART II
PEOPLE PERMITTED IN THE POLLING STATION

Who is allowed in the polling station?

The Special Poll is held in the returning office, and there will be other election business going on. The Presiding Officer must ensure that people coming into the returning office do not linger around the polling station or get anywhere near the voting table. Besides the Presiding Officer, Deputy Presiding Officer, and an elector voting, only the following people may be present in the polling station:

Returning Officer or Election Clerk

Either may come to see how voting is proceeding, or to deal with any difficulties at the poll.

Candidates

A candidate may come to observe the voting procedure or to greet the people working in the polling station. A candidate may act as his or her own agent at the polling station.

Candidates' Agent

Each candidate is entitled to have 2 agents at the polling station. Agents must present their Appointment of Agent (Form ENS-02-520) to the Presiding Officer and take the Oath of Agent or Elector Representing Candidate, Form ENS-02-504 in the Poll Book.

An Elector Representing a Candidate

One elector may represent a candidate at the polling station, but only until the candidate's agent arrives. At that point, the elector must leave.

A Person Needed to Assist an Elector

The *Elections Act* permits a person to enter the polling station to assist an elector with a disability or requiring an interpreter. Both the elector and the person assisting must leave the polling station once the elector has voted.

Candidate's Official Agent and Agent at Large

These agents can come into the polling station at any time, on presenting to the Presiding Officer their Poll Entry Certificate (Form ENS-02-519), which is signed by the Returning Officer. They will have taken the Oath of Secrecy before the Returning Officer and can act as a poll agent if they wish.

Constable

The Presiding Officer or RO may appoint a constable, if either deems it necessary to maintain good order in the polling station. (See section on disturbance at the polling station).

Responsibilities of Agents

Agents are at the polling station to observe the voting process on behalf of a candidate.

Agents Can:

- ✓ witness the opening and closing of the polling station.
- ✓ observe the voting process.
- ✓ have access to the List of Electors to see who has voted, but only when there is a lull in voting.
- ✓ challenge an elector, who must then take the Oath of Qualification.
- ✓ observe the marking of a ballot, if the Presiding Officer is acting as the friend of an elector requiring assistance.
- ✓ observe the counting of the ballots, with the ability to raise an objection to the acceptance or rejection of a ballot.
- ✓ sign the statement of poll.
- ✓ sign seals used to secure election materials.
- ✓ sign in Poll Book confirmation of plug seals used to seal a ballot box slot.

Agents Cannot:

- ✗ prevent any elector from voting.
- ✗ stop or disrupt the voting process.
- ✗ engage in partisan activity at the poll.
- ✗ wear any badges, pins, emblems or similar things identifying them as supporters of a particular candidate.
- ✗ prevent a ballot from being counted, if the Presiding Officer accepts it.
- ✗ approach electors entering the polling station to check their identity.

When an agent presents his/her credentials to you, and indicates that he/she wants to remain at the polling station, be sure to give the agent an identification badge.

Notify your Returning Officer if an agent is not cooperating as required

PART III
THE VOTING PROCESS

The List of Electors for the Special Poll

The Presiding Officer will be given a Preliminary List of Electors for the electoral district with revisions incorporated up to the end of Day 13, the day before the first Special Poll day.

On each day of the Special Poll, electors will be able to vote by Write-In-Ballot. Be sure that you check the daily List of Electors who have been approved for Write-In Ballots the previous day, so that the name can be marked off the List of Electors.

Who May Vote at the Polling Station?

The Special Poll is intended for electors who cannot vote at the ordinary or advance polls.

The following electors may vote at the Special Poll:

- An elector whose name is on the official List of Electors for your polling station.
- An elector with a completed Certificate to Vote, ENS-04-541.

Voting Steps

- Each elector gives their name and address to the Presiding Officer. An elector may produce a Confirmation of Registration Notice at the same time, but this is not a requirement.
- The Deputy Presiding Officer looks for the elector's name on the List of Electors, then

If the elector's name is not on the List of Elector's

Presiding Officer

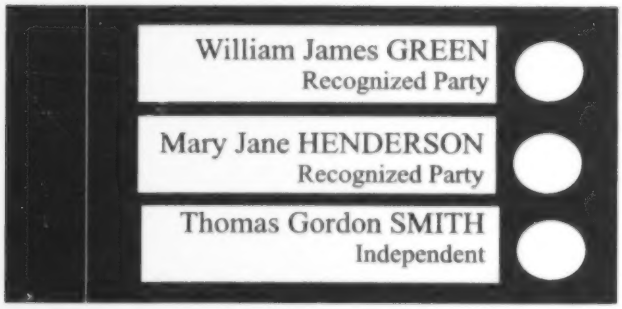
- First ask if the elector has a Certificate to Vote.
- If the elector has a Certificate to Vote, elector is allowed to vote and Deputy Presiding Officer enters required information in Poll Book.
- If the elector has no Certificate to Vote, Presiding Officer directs the elector to the Revision Assistant to be added to the List of Electors and to bring back a Certificate to Vote. The Revision Assistant will be conducting revisions at the returning office throughout the Special Poll.

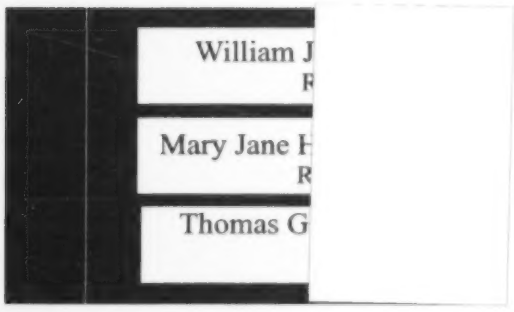
If the elector's name is on the List of Electors

Deputy Presiding Officer

- Read out loud the consecutive number of the elector on the List of Electors (if there are any agents present) and crosses the elector's name off the List of Electors.
- Presiding Officer tears off the ballot from the book between the stub and counterfoil.
    - Ensure that your initials are on the back of the ballot paper.
    - Fold the ballot paper in such a way that your initials can be seen when the ballot is folded. See diagrams on how to handle ballots on the following pages.
    - Give the folded ballot to the elector.
    - Tell the elector to go to the voting screen to mark the ballot and return the marked ballot folded in the same way with the counterfoil in place.
- Without unfolding the ballot, and taking care not to see how the elector voted, ensure that it is the same ballot you gave the elector by checking your initials on the ballot.
- If the ballot is returned folded incorrectly and your initials cannot be seen without unfolding it, give the ballot back to the elector to fold it properly. The elector may go back behind the voting screen to do so.

FOLDING THE BALLOT





FOLD 1

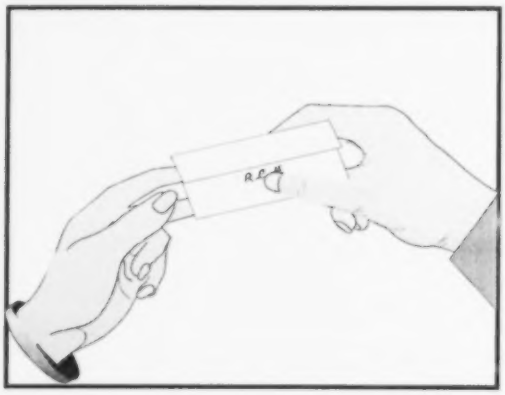
BACK

FOLD 2

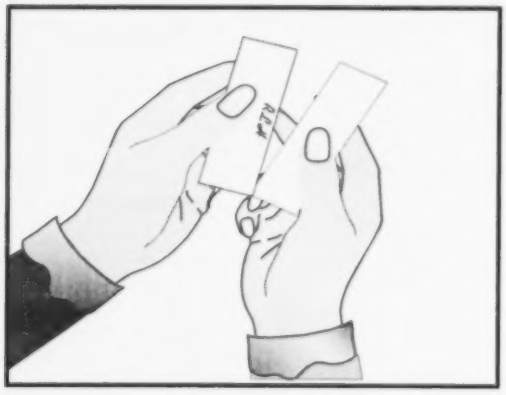
Counterfoil

AFTER ELECTOR RETURNS BALLOT

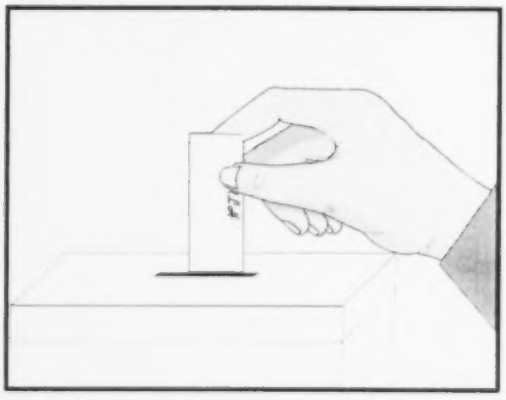
Check initial affixed on back of ballot paper.



Remove counterfoil from ballot paper



Put ballot paper into ballot box in the presence of the elector.



Deputy Presiding Officer's Entries in the Poll Book:

Consecutive No.	No. On List of Electors OR "C" for Certificate to Vote	Poll No.	Name of Electors (family name first)	Address	Voted	Sworn or Affirmed	Refused to Swear or Affirm	Remarks

The Deputy Presiding Officer must enter the following information for every elector.

- Under **"Consecutive No."** The next consecutive number starting with number "1" for the first elector to vote at the polling station.
- Under **"No. On List of Electors":**
  - A number such as 150, which shows that the elector was number 150 on the preliminary List of Electors.
  - A notation "C", if the elector used a Certificate to Vote.
  - A notation such as "R/A", indicating that the elector has been added to the preliminary list of electors by the revision assistant, and does not as yet have an elector number assigned.
- Under **"Poll No."** enter the polling division number of the elector's address.
- Under **"Name"**write the name of the elector, family name first.
- Under **"Address"** write the civic address of the elector.

The Deputy Presiding Officer MUST put a check mark under one or more of the following headings, as appropriate:

- **"Voted"**, as soon as the ballot is put in the ballot box.
- **"Sworn or Affirmed"** for any elector who takes an oath, followed by and entry of the nature and form number of the oath.
- **"Refused to Swear or Affirm"**, where the elector refuses to take required oath.
- Under **"Remarks,"** Enter
  - Nature or form number of the oath, if the elector has taken an oath.
  - Other appropriate remarks.
  - The Presiding Officer may also direct that other entries be made in the Poll Book.

In addition:

- If the elector used a Certificate to Vote, place it in envelope "H", without sealing the envelope.
- Record the name and address of the Elector on the List of Persons Who Voted at the Special Poll, Form ENS-02-549.

PART IV

SPECIAL SITUATIONS AT THE POLL

Administration of Oath

Several situations require an oath to be taken at the poll. The Presiding Officer administers the oath as follows:

- ❑ Ask the person taking an oath to choose to swear or affirm it, you must allow this choice. People who choose to swear do so on the Bible or other religious book, by placing their right hand on the book while swearing the oath. Those who chose to solemnly affirm do so without holding a religious book.
- ❑ Ask the person to either read the oath out loud or repeat each sentence after you.
- ❑ Ensure that the name of the person taking the oath is entered and signed where required. If the person cannot write, ask the person to make a mark and have someone witness the mark.

Special Situations Requiring an Oath

Elector Assisted by a Friend to Mark the Ballot

If an elector is unable to read or has a visual impairment or other physical disability, the elector may be assisted by a friend or by the Presiding Officer to mark the ballot.

A "friend" in this case is a person who accompanies an elector to the polling station and assists the elector in marking the ballot. A person can only act as a friend of one elector at the election, unless the person is a child, grandchild, husband, wife, sister, brother, or parent of the elector.

Presiding Officer

- ❑ Have the elector take the Oath of Elector Requiring Assistance, Form ENS-02-506 in the Poll Book.

- ❑ Have the friend take either
  - The Oath of Friend of Elector Requiring Assistance (family), Form ENS-02-507 in the Poll Book.
  - The Oath of a Friend of Elector Requiring Assistance (non-family), Form ENS-02-508 in the Poll Book.
- ❑ Give the ballot to the elector, or to the friend of the elector, if the elector is unable to hold the ballot.
- ❑ The elector and friend (and no one else) then go together behind the voting screen and vote secretly.

Deputy Presiding Officer:

Enter in the Poll Book opposite the name of the elector:

- ✓ Check mark under **"Sworn or Affirmed"** column.
- ✓ Under the **"Remarks"** column:
  - The reason for assistance.
  - Oath numbers
  - Name of the person who assisted

Elector Assisted by Presiding Officer

The Presiding Officer can also act as the friend of an elector and assist the elector in marking the ballot.

Presiding Officer:

- ❑ Have the elector take the Oath of Elector Requiring Assistance, Form ENS-02-506 in the Poll Book.
- ❑ Accompany the elector to the voting compartment in the presence of an agent or elector representing each candidate, if present.
- ❑ Ask the elector which one of the candidates they wish to vote for and mark the ballot paper according to the direction of the elector.
- ❑ Place ballot paper in the ballot box.

Deputy Presiding Officer:

Enter in the Poll Book opposite the name of the elector

- ✓ A check mark under the "Oath Sworn or Affirmed", column.
- ✓ Under the "Remarks", column
  - The reason for assistance.
  - Oath Number.
  - Name of the Presiding Officer who gave assistance.

Challenging an Elector

The Presiding Officer, Deputy Presiding Officer, Agent or elector representing a candidate may challenge an elector if he or she believes that the elector is not qualified to vote, or may believe that the elector is not who he or she claims to be. This can take place even if the elector is on the List of Electors or has been accepted for addition to the list by a Revision Assistant.

Where an elector is challenged, the following steps are taken:

Presiding Officer:

- ❑ Have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.
- ❑ Once the elector takes the oath, permit the elector to vote, whether or not the challenger is satisfied that the elector is qualified to vote.
- ❑ If the elector refuses to take the oath, do not perr. t the elector to vote.

Deputy Presiding Officer:

Enter in the Poll Book opposite the name of the elector

- ✓ Check mark in the **"Sworn or Affirmed"** , column
- ✓ Note Oath number in the **"Remarks"** column or
- ✓ Check mark in the **"Refused to Swear or Affirm"**, column if the elector refused to take required oath.

Errors on the Official List of Electors

If an elector gives a name and address which are not on the list but which is very similar to one on the List of Electors, the elector can vote if the Presiding Officer is satisfied that the name and address on the List of Electors are intended to refer to the elector.

Presiding Officer:

- ❑ Have the elector take Oath as to Error on the List, Form ENS-02-511 in the Poll Book.
- ❑ If you have doubts over qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

Deputy Presiding Officer:

Enter in the Poll Book opposite the name of the elector.

- ✓ Check mark in the **"Sworn or Affirmed"** column.
- ✓ Note Oath(s) Number(s) in the **"Remarks"** column.

Personated Elector (someone voted using the elector's name)

If someone else has voted using an electors name, the elector may still vote.

Presiding Officer:

- ❑ Have the elector take Oath of Personated Elector, Form ENS-02-509 in the Poll Book.
- ❑ If you have doubts over the elector's qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

Deputy Presiding Officer:

Enter in the Poll Book opposite the name of the elector

- ✓ Check mark in the **"Sworn or Affirmed"** column.
- ✓ Note Oath(s) number (s) in the **"Remarks"** column.

Elector Requiring an Interpreter

If the Presiding Officer does not understand the language spoken by an elector and cannot communicate with the elector, the Presiding Officer must get an interpreter. The elector is not allowed to vote until an interpreter is available to enable communication between the Presiding Officer and the elector.

Presiding Officer:

❑ Have the interpreter take the Oath of Interpreter, Form ENS-02-510 in the Poll Book.

Deputy Presiding Officer:

Enter in the Poll Book opposite the name of the elector.

✓ Note that an interpreter was required.

✓ Note Oath number in the **"Remarks"** column.

Special Situations That Do Not Require an Oath

A Visually Impaired Elector Using a Template to Vote.

An elector who is visually impaired can ask to use a template to vote.

Presiding Officer:

- ❑ Place the template over the ballot so that the circle at the right of the first name on the ballot is aligned with the first circle on the template, and have the rest of the circles on the ballot aligned with corresponding holes in the template.
- ❑ Tell the elector the name and political affiliations of the candidates, in the same order as they appear on the ballot paper.
- ❑ Fold the ballot and instruct the elector how to re-fold the ballot after marking it. (The elector should re-fold the ballot using the ridges left when the ballot paper was folded by the Presiding Officer).
- ❑ Direct or assist the elector to the voting screen and ensure that the ballot is marked in secrecy.
- ❑ The elector returns the marked ballot to you, and you place it in the ballot box.

Elector Who Damages or Mis-marks Ballot

If an elector has damaged or mis-marked a ballot, the ballot may be exchanged for a new one.

Presiding Officer, without examining how the elector voted:

- ❑ Write **"Cancelled"** across the back of the ballot.
- ❑ Put cancelled ballot in Envelope "A" for cancelled ballot papers.
- ❑ Issue another ballot to the elector.

NOTE: An elector is entitled to receive only one new ballot paper.

Elector Who Decides Not to Vote

An elector may take a ballot paper and then decide not to vote. The elector must return the ballot paper to the Presiding Officer.

Presiding Officer, without showing the ballot to anyone:

- ❑ Write **"Cancelled"** across the back of the ballot.
- ❑ Put cancelled ballot in Envelope "A" for cancelled ballot papers.

DO NOT give the elector another ballot.

Disturbance at the Polling Station

One of the responsibilities of the Presiding Officer is to maintain peace and good order at the polling station. If there is a disturbance, the Presiding Officer must contact the RO immediately. If the situation warrants it, the Presiding Officer may appoint a Constable, using Form ENS-02-526, or call the police, and order the person who is disturbing the peace to be held in custody until the close of the poll. To do this,

- The Presiding Officer writes the following on a piece of paper: "Hold (insert the name of the arrested person. If you do not know the name, insert "the person delivered to you") in custody until 8:00 p.m. this afternoon."
- The Presiding Officer then signs the paper and gives it to the constable or police officer.

PART V
CLOSING AND REOPENING THE SPECIAL POLL

When to Close

Review the hours of when the poll is to close each day (see page 2). The poll must close at the hour shown.

When Electors Are Waiting to Vote

If there are electors waiting to vote at closing time, they are entitled to vote, and the Presiding Officer must follow these rules:

- ❑ Make a list of the electors who are then in the Returning Office and waiting to vote, and take their votes.
- ❑ The poll must close once the last of the electors on your list has voted. Electors who arrive after closing time must not be allowed to vote.

Duties When Closing on Each Day of the Special Poll

Ballot Box

Once the poll closes, the Presiding Officer must secure the ballot box in the presence of the Deputy Presiding Officer and any agent present, following these steps:

- ❑ Rotate the circular unit on the top of the ballot box until the ballot slot is closed and both holes line up.
- ❑ Insert the small plug seal into the open hole and press down to snap in place.
- ❑ Record the plug seal number on page 1 in the Poll Book, and both the Presiding Officer and the Deputy Presiding Officer sign next to the number in the Poll Book. Ask any agents present if they wish to sign also.
- ❑ Make a notation under the last entry in the Poll Book which states "The number of electors who voted on day (insert day no.) at this Special Poll station is (state the number of electors).

Presiding Officer:

- ❑ Place the unused ballots and the stubs of the used ballots in Envelope "B". Seal the envelope with a gummed paper seal. (It is not necessary to seal the flap of the envelope). Presiding Officer and Deputy Presiding Officer sign paper seals. Any agents present may also sign the seal if they wish.
- ❑ Place any cancelled ballots in Envelope "A." Seal the envelope with a gummed paper seal. (It is not necessary to seal the envelope). Presiding Officer and Deputy Presiding Officer sign paper seals. Any agents present may also sign the seal if they wish.
- ❑ Place any Certificates to Vote in Envelope "H." DO NOT seal it.
- ❑ Place all the envelopes and the other voting material (except the daily List of Persons Who Voted in the Special Poll, Form ENS-02-549) in Envelope "K." Seal the envelope with a gummed paper seal. Presiding Officer and Deputy Presiding Officer sign paper seals. Any agents present may also sign the seal if they wish.
- ❑ Give the ballot box , the List of Persons Who Voted at the Special Poll for the day, and Envelope "K" to the Returning Officer.

Duties When Reopening Special Poll

Be ready to reopen the poll on the next special polling day at 2:00 p.m. sharp.

Presiding Officer:

- ❑ Follow the steps required to set up and open the first day of the Special Poll, then the Presiding Officer and Deputy Presiding Officer should carry out the following in the presence of any agents at the poll.
- ❑ Retrieve the ballot box and other material left with the returning officer for safekeeping.
- ❑ Place the sealed ballot box on the table in front of you. Show all present that the number on the plug seal matches the number recorded in the Poll Book at the last close of poll.
- ❑ Insert a pen under the plug seal and pry upwards until the seal breaks. Remove the broken seal and rotate the circular panel until the ballot slot is open. DO NOT BREAK OR REMOVE THE LARGE PADLOCK SEALS.

- ❑ Break the seal and remove the voting material from Envelope "K." Allow

any agents present to inspect the sealed envelopes and any voting material to confirm that there has been no tampering.

❑ Remove the unused ballot papers from Envelope "B."

❑ Break the gummed paper seal on Envelope "A" to allow for more cancelled ballots to be included.

Deputy Presiding Officer

✓ There is only one List of Electors over the 6 days of the Special Poll. On a new page in the Poll Book write the day # of the Special Poll at the top.

✓ Resume your entries on this page, starting with the next consecutive number for the day. For example, if 35 people voted on day 1 of the Special Poll, your entries for day 2 of the Special Poll would start with consecutive number 36.

Begin to receive the votes from electors.

Final Closing on Last Day (Wednesday, day 6 before election day)

Close the polling station at 8:00 p.m. Follow the same closing steps done over the last 5 days, with the following added:

Presiding Officer

- ❑ Seal Envelopes A and B. Complete the information required on the front of the envelopes and seal each of them. Place a gummed paper seal across the flap. The Presiding Officer and the Deputy Presiding Officer then sign the seal and allow any agents present to also sign them.
- ❑ Place any Certificates to Vote in Envelope "H." Complete the information required on the front of the envelope and seal it with a gummed paper seal. Presiding Officer and Deputy Presiding Officer then sign the seal and allow any agents present to also sign it.
- ❑ Give the Returning Officer the List of Persons who Voted at the Special Poll, (Form ENS-02-549). If you Appointed a Constable by (Form ENS-02-526), give this Form to the Returning Officer at this time.
- ❑ Give the Returning Officer:
  - ✓ The ballot box with padlock and plug seals on.
  - ✓ The sealed Envelope "K" with poll documents.
  - ✓ Any other material.

PART VI
COUNTING THE BALLOTS

Where and When to Start the Count

Presiding Officer and the Deputy Presiding Officer should return to the Returning Office 15 minutes early to count the Special Poll ballots, starting at 7:00 p.m. sharp on election day.

Presiding Officer:

Retrieve election material from the returning officer, including:

- ✓ The sealed ballot box.
- ✓ The sealed Envelope "K" with voting materials.

Take the ballot box and Envelope "K" to the place directed by the Returning Officer to conduct the count.

Who May Be Present for the Count

- ✓ Presiding Officer and the Deputy Presiding Officer.
- ✓ Candidates.
- ✓ One agent per candidate (a second may be admitted on request). If no agents are present, an elector representing a candidate.

The count must be done in the presence of at least two witnesses. The Deputy Presiding Officer can act as one of the required witnesses.

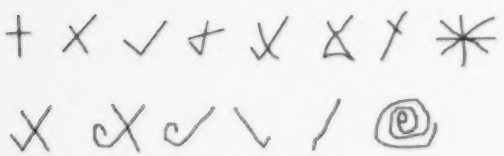
Where there is no Deputy Presiding Officer, the Returning Officer must appoint an additional Presiding Officer to count the votes.

Acceptable and Unacceptable Ballots

The counting of ballots is a very important part of your duties. Take your time and do the count with care.

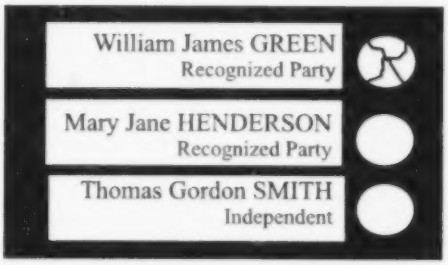
Review the following guidelines on acceptable ballots, including the rules for handling irregular ballots.

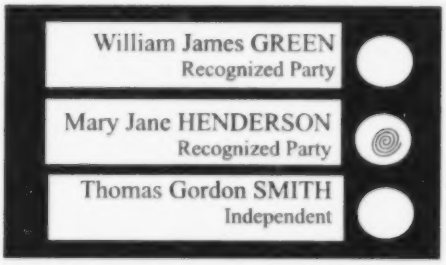
- The *Elections Act* requires that a ballot must be marked "with a pencil or a pen in the circular space on the ballot paper at the right of the name of the candidate for whom the elector intends to vote with a cross, and "X," a check mark or a line.
- A Special Poll ballot that is marked in the area where the name of the candidate appears and not in the circle is an acceptable ballot.
- The general rule is that any ballot that clearly shows the elector's intention to vote for a particular candidate without identifying the elector must be accepted. The following are examples of acceptable markings and samples of ballots that should be counted.

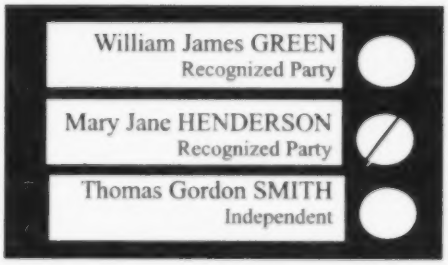


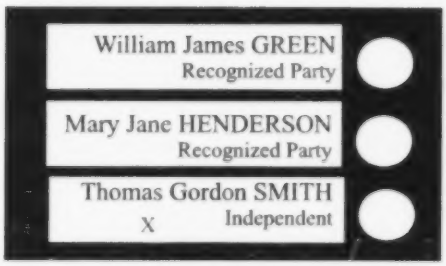
ACCEPTED BALLOTS

The following are samples of ballots which should be counted.







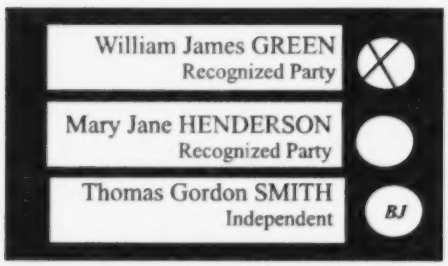


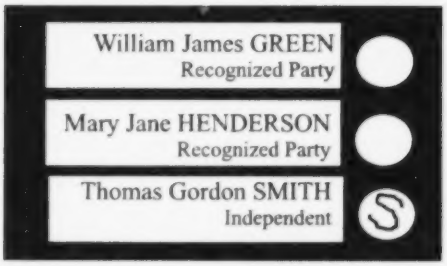
The Ballots That Must be Rejected are:

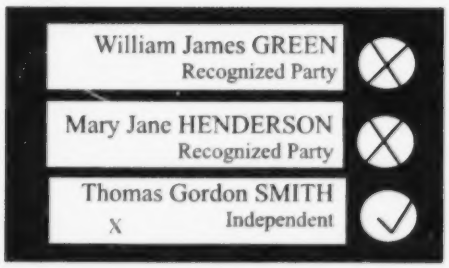
- ✗ Those not supplied by the Presiding Officer.
- ✗ Those not marked for any candidate.
- ✗ Those marked for more than one candidate.
- ✗ Those marked in such a way that it is unclear who the elector voted for.
- ✗ Those marked in such a way to identify the elector.

REJECTED BALLOTS

The following are samples of ballots which <u>should be rejected.</u>







Irregular Ballots

A ballot may be found that does not bear the initials of the Presiding Officer. Unless the Presiding Officer counting the ballots is the same one that acted as Presiding Officer at the poll, no new initials should be placed on the ballot. If the Presiding Officer is satisfied that it is a ballot issued for the Special Poll, then it should be counted.

Steps to Count Ballots

Follow theses steps when ready to count votes:

Step 1: Complete the Record of Poll in the Poll Book

- ❑ Draw a line under the last name of a elector.
- ❑ Complete the Record of Poll in the Poll Book by counting the 6 Special Poll days, then write under the line the following: "The number of electors who voted by Special Poll at this polling station is (state the total number)", sign the Poll Book following this notation.

NOTE: Your total count of electors who voted by Special Poll should be the same as the last consecutive entry in the Poll Book.

Step 2: Count the Cancelled and Unused Ballots

- ❑ Take the cancelled ballots from Envelope "A" and count them.
- ❑ Write the total number cancelled ballots on the front of Envelope "A."
- ❑ Put the cancelled ballots into Envelope "A" and seal it with a gummed paper seal.
- ❑ Presiding Officer and Deputy Presiding Officer then sign the seal and ask any witnesses who may wish to also sign it.
- ❑ Count UNUSED ballot papers, DO NOT detach ballots from books.
- ❑ Mark the number of unused ballots on the front of envelope "B."
- ❑ Place unused ballots in Envelope "B."
- ❑ Place all stubs of used ballots in Envelope "B" and, then seal it with a gummed paper seal.
- ❑ Presiding Officer and Deputy Presiding Officer then sign the seal and ask any witness who may wish to also sign it.

Step 3: Count Certificates to Vote

- ❑ Take any Certificates to Vote from Envelope "H"and count them.
- ❑ Write the total number of Certificates to Vote on the front of Envelope "H."
- ❑ Put the Certificates to Vote back in Envelope "H" and seal it with a gummed paper seal.
- ❑ Presiding Officer and Deputy Presiding Officer then sign the seal and ask any witness who may wish to also sign it.

Step 4: Record Entries on the Statement of Poll.

- ❑ Enter number of ballots received from the Returning Officer on line 1.
- ❑ Enter the number of cancelled ballots in Envelope "A" on line 5.
- ❑ Enter the number of unused ballots in Envelope "B" on line 6.

Step 5: Distribute Tally Sheets

- ❑ Presiding Officer counts the votes and the Deputy Presiding Officer tallies them.
- ❑ Give Tally Sheets, Form ENS-02-515 in the Poll Book to the Deputy Presiding Officer and to at least two other persons present. There are 6 Tally Sheets.
- ❑ Each person with a Tally Sheet enters the names of the candidates in the spaces provided across the top.

Step 6: Open the Ballot Box and Empty the Contents on Table

- ❑ Compare the number on the ballot box padlock seals with the number recorded on the Poll Book cover page and see that the two number match. Allow agents present to also compare the numbers.
- ❑ Twist and rotate the ballot box padlock seals until they break, then remove them to open the ballot box.
- ❑ Empty the ballots onto the table, making sure no ballot paper remains stuck inside the ballot box.

Step 7: Counting the Ballots

Remember:

- ❑ The Presiding Officer, is responsible for and in charge of the counting of the ballots.
- ❑ DO NOT let anyone rush you.
- ❑ Handle each ballot in such a way that others present can see how it was marked, but DO NOT pass ballot papers around.

Counting Process:

Presiding Officer

- ❑ Unfold one ballot paper at a time, and make sure that the Presiding Officer's initials are on the back.
- ❑ If you decide that the ballot is to be counted, call out the name of the candidate marked on the ballot.
- ❑ For each candidate you call out, the Deputy Presiding Officer records the vote on the Tally Sheet. Others with Tally Sheets may also record the vote.
- ❑ Place ballot papers counted for each candidate in a separate pile on the table.
- ❑ If you decide that a ballot is to be rejected, place it in Envelope "C" for rejected ballots.

Objections:

- ❑ An agent or elector representing a candidate may object to your decision to count or reject a ballot. Consider the objection, but remember that you have the final decision on whether the ballot is to be counted or rejected.
- ❑ Record each objection on the Record of Objections, Form ENS-02-516 in the Poll Book. (Number the objections consecutively and write the same consecutive number and your initials on the back of the ballot in question).
- ❑ If you count a ballot objected to, place it with the other ballots for the candidate. If you reject a ballot objected to, place the ballot in Envelope "C" for rejected ballots.

Step 8: Completing Statement of Poll and Reporting Results.

- ❑ Record the number of ballots for each candidate on line 2.
- ❑ Place the ballots cast for each candidate in separate Envelope "D." Write the name of the candidate and the number of ballots on the outside of the envelope.
- ❑ Count the number of rejected ballots in Envelope "C", and write the number of ballots on the outside of the envelope. Place the rejected ballots back in Envelope "C."
- ❑ Record the number of rejected ballots in Envelope "C" on line 3.
- ❑ Seal each envelope with a gummed paper seal. You and the Deputy Presiding Officer then sign the seal. Any agents present may also sign the seal if they wish.
- ❑ Enter number of electors who voted using Certificates to Vote (on Envelope "H")
- ❑ Complete the Statement of Poll by filling in line 4, remaining information on the number of names on the List of Electors for the polling station and the number of elector record in the Poll Book as having voted .
- ❑ The Presiding Officer and the Deputy Presiding Officer sign the Statement of Poll. Any agents present may also sign the Statement of Poll if they wish.
- ❑ The Presiding Officer and the Deputy Presiding Officer must complete at least the first two Statements of Poll in the Poll Book.
  - Leave the first copy in the Poll Book.
  - Detach the second copy and place in Envelope "E"
  - Any additional copies are for agents at the poll, and are completed on request of the agent.
- ❑ **Immediately report the results to the Returning Officer.** Remember the Returning Officer must be the first to have the results before they are released to anyone else.

Step 9: Secure and Return Election Material

❑ Put the following in Envelope "J"
- ✓ Poll Book
- ✓ Envelope "A"
- ✓ Envelope "B"
- ✓ Envelope "C"
- ✓ Envelope "D"
- ✓ Envelope "H"
- ✓ The Lists of Electors used at the polling station.
- ✓ All other documents used at the poll.

NOTE: **DO NOT** place Envelope "E" in Envelope "J."

❑ Seal the flap on Envelope "J" with the seal marked "POLL RETURN ENVELOPE "J." The Presiding Officer and the Deputy Presiding Officer then sign the Seal. Any agents present may also sign the seal if they wish.

❑ Place any other materials used at the polling station in one of the blank envelopes.

❑ Deliver the following to the Returning Officer:
- ✓ Envelope "E"
- ✓ Envelope "J"
- ✓ Ballot Box
- ✓ Other material